

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THRU : Chief, PPS/TR
 FROM : Chief, LETS/TR

DATE: 19 July 1955

SUBJECT: Weekly Activities Report

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. **23** NO CHANGE
 IN CLASS **X** / **17/10/55** / CLASS CHANGED TO: TS 5 C RET. JUST. **22**
 NEXT REV DATE **09** REV DATE **12 Dec 79** REVIEWER _____ TYPE DOC. **2521**
 NO. PGS **4** CREATION DATE _____ ORG COMP **11** OPL **11** ORG CLASS **C**
 REV CLASS **C** REV COORD. _____ AUTH: HR 70-3

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. At the request of [] advice and counsel was given to [] on practices in local universities regarding the transfer of academic credits. [] is attempting to pursue an undergraduate degree at his own expense and was temporarily baffled at the wide variations among several institutions in the credits they would accept on a transfer basis.

2. Arrangements have been made for a meeting on 26 July with the vice-president in charge of operational engineering of C&F Telephone Co. and representatives of OTR and Commo to discuss a training requirement of the latter in methods and techniques of operating certain telephone equipment.

3. [] of Commo, discussed a special problem concerning advanced training in Antenna and Antenna Theory.

4. Quotas for the Maxwell Air Weapons Orientation Course have been allocated for the balance of FY 1956 to interested offices. Half of the slots were assigned to OSI; about one-fourth to ORR; and the remainder distributed to ONE, OCI, OCD, and TSS.

5. The Naval War College representative, [] of ORR, was given a LETS briefing on 19 July. He derived considerable benefit from the arrangement of having last year's graduate-- [] of OCI--present and actively participating in the briefing.

6. Letters were released to interested parties on the action taken by the Career Council 13 July with respect to the four candidates for the Eighteenth Class of the Armed Forces Staff College. Lt. Col. [] USA (Retired) was selected.

7. One application has been received for the Strategic Intelligence School, to begin 8 August. The candidate is [] GS-13, employee of the Security Office.

8. One person from FDD began a six-month, full-time Vietnamese course at NSA on 18 July.

9. [] reported for duty on 18 July.

10. [] (ORR) in a room in "M" Building that is suggested as place for a branch language laboratory. Preferred space is adequate though not completely satisfactory. Discussions between [] on details are continuing. With approval of the DTR it has been decided to establish the lab for a six-month trial period. It will open about 1 October.

12. FE, [] is endeavoring to arrange so that they can have a group of 4 - 8 persons for intensive training in Vietnamese to begin around 1 November. Their problems are recruiting and slots.

13. Final draft of plan for a Program of Incentive Awards for Development of Foreign Language Proficiency, as requested by General Cabell, should be ready at the end of this week.

14. A meeting was held by [] Supply and Services, concerning procurement of a "Contoura" photo-process duplicator for use in LETS to meet a long-standing and presently increasing requirement for a rapid, easy-to-operate mechanism for reproducing language materials. These requirements are of the current, hence urgent, small-order variety. The volume of our needs is such that existing Agency facilities have been unable to fill our orders without considerable delay, thereby minimizing and frequently destroying the usefulness of the material to us.

15. At the same (para 14. above) meeting, a proposed form, which would set up norms for the loan and transfer of language training materials, was discussed. This form would protect us from excessive loss of materials, which the Division has experienced in the past. Procedures for charging cost of replacement and deposits for materials, are being explored by the Supply and Services Branch.

16. Schedule for schools in the Washington area has been prepared and distributed to TLO's (copy attached).

17. A list of 207 names who are delinquent in submitting the required report upon completion of external training was forwarded to the respective TLO's.

18. Current enrollment in internal language training programs is 168, 77 in class and 91 in self-study. During the past week, the language laboratory was used for a total of 304 hours.

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[REDACTED] OC, Advanced Practical Radio
Engineering and Specialized Advanced Mathematics
(correspondence), CREI

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[REDACTED] ORR, London School of Economics and
Political Science

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